

Frederick County Community Development Division Department of Permits and Inspections 30 North Market Street Frederick, MD 21701 301-600-1089 Manager, Permitting Services 301-600-2309 Permits and Inspections Fax	OFFICE USE ONLY	
	Date Request Received:	
	Date Processed:	
	Date Temp COO Issued:	
	Expiration Date:	

REQUEST FOR TEMPORARY CERTIFICATE OF OCCUPANCY

A Temporary Certificate of Occupancy is issued for thirty (30) days. This form is applicable for Non-Residential Permits only.

Please complete this request form, and mail to the address above with payment by check made payable to: "Frederick County" in the amount of \$100.00 (non-refundable). You may also hand-carry it to our office if you prefer between the hours of 8:00 am and 3:30 pm, Monday through Friday.

Your request will be processed and forwarded to the County Inspectors generally within 2 (two) business days. You will be notified when this occurs by fax. You will receive a copy of this request with the required inspections indicated, along with the Inspectors' contact information. It is your responsibility to ensure that the required inspections are requested. If at all possible, speak directly to each Inspector when the inspection request is made, or call to verify with the Inspector before 8:30 am the morning of the inspection.

When all required inspections have been approved, the Temporary Certificate of Occupancy will be prepared within two (2) business days. The Temporary Certificate of Occupancy must be posted on the jobsite in a conspicuous place.

Please print

Contact Information for this request:

Your Name		Company Name	
Fax #		Phone#	
Address			
<i>Street Address</i>		<i>City</i>	<i>State</i> <i>Zip</i>

Permit Information for this request:

A/P Building Permit #		A/P Name on Building Permit	
Jobsite Address			
<i>Street Address</i>		<i>Unit/Space Number or Letter</i>	<i>Town</i>

Specify below the area(s) that this request is for. Attach a copy of floor plan with areas highlighted, or list room numbers as they are identified on the approved construction plans.

Also specify what each area will be used for during the temporary occupancy (i.e., stocking, training, interviews, storage, orientation, sales, etc.). Attach separate sheet if necessary.

<i>Area (building, unit, floors)</i>	<i>Use (room use)</i>

Please indicate how you would like to be notified: Fax : <input type="text"/> Mail: <input type="text"/>	Required Inspections (office use only)					
	Office of Life Safety	<input type="text"/>	<input type="text"/>	Plumbing Inspector	<input type="text"/>	<input type="text"/>
	Building Inspector	<input type="text"/>	<input type="text"/>	Health-Well/Septic	<input type="text"/>	<input type="text"/>
	Electrical Inspector	<input type="text"/>	<input type="text"/>	Incorporated Town	<input type="text"/>	<input type="text"/>
	Site Compliance	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

TempCOO Request Form.rev 10/28/13

David Doyle, Chief Building Inspector - 240-674-2396

James Ensor, Chief Electrical Inspector - 240-674-1107

Health Department - 301-600-1726

Bryon Mitchell, Office of Life Safety - 301-600-1943

Justin Horman, Site Compliance - 301-600-1143